

Chapter 12 Orientation Tours

Section I General

12-1. Objectives

a. Orientation tours are provided under the SATP to selected foreign officers for familiarizing them with U.S. military doctrine, techniques, procedures, facilities, equipment, organization, management practices, and operations. These tours are conducted as short-term orientations as opposed to long-term formal courses.

b. In addition to the purely military objectives to be achieved through orientation tours, it is intended that they serve to enhance mutual understanding, cooperation, and friendship between U.S. forces and participating nations.

12-2. Types of orientation tours

The two types of orientation tours sponsored by DOD under the SATP are as follows:

a. Orientation tours for distinguished visitors (DV). DV tours will be conducted only for senior foreign military officers (below the equivalent U.S. position of Chief of Staff, Chief of Naval Operations, or Commandant of the Coast Guard or the Marine Corps) holding positions of major importance or selected for such positions. DVs are normally of flag or general rank. DV tours are conducted for a period not to exceed 14 calendar days plus oversea travel time and are limited to not more than five participants per tour. Courtesies and honors should be afforded DVs according to their rank and position. Such honors and other appropriate activities (such as receptions, dinners, or luncheons) must be modest and in good taste. Personal aides are not authorized to accompany flag or general officers.

b. Orientation tours (OTs). OTs are conducted for selected foreign officers who are destined for responsible positions in their country's military establishment. These officers do not presently qualify as DVs. OTs are conducted for a period not to exceed 14 calendar days plus oversea travel time and are limited to not less than three but no more than seven participants per tour. OTs are provided on an austere basis with minimum official entertainment. Protocol and entertainment activities that could be considered lavish will be avoided.

12-3. Other visits

a. Chief of Staff or head of service visits. Visits by the heads of foreign military services, or officers designated to occupy such positions, are arranged through diplomatic channels under the auspices of the head of the U.S. sponsoring MILDEP. These visits are not implemented under SA sponsorship or procedures.

b. Self-invited visits. Self-invited visits are requested by the foreign country through diplomatic channels and all expenses are the responsibility of the foreign country. SAOS will coordinate requests for self-invited visits with the appropriate U.S. country team.

12-4. Programming and implementation

a. Orientation tours will be programmed in the FY IMET or FMS programs in the same way as other training at the annual TMPRs hosted by the unified commands. (See fig 12-1 for programming information for orientation tours.)

b. All orientation tours under IMET sponsorship must be approved by DSCA before implementation, itinerary, justification, and adequate supporting rationale should be forwarded by the SAO to SECDEF, DSCA, WASH DC 20301-2800 along with the ambassador's statement attesting to the importance of providing such training.

c. Intensive coordination is required to set up and schedule orientation tours. Requests for unprogrammed orientation tours will be considered only on an exception, case-by-case basis. Requests will be sent through the unified command to the MILDEP no less than 120 days before the requested tour start date.

d. MILDEPs do not have "off-the-shelf" tours. Each is tailored to country requirements and U.S. objectives. One itinerary is provided for each tour, regardless of the number, grade, or assignment of tour participants.

e. Orientation Tours involving Coast Guard commands will be programmed by the MILDEP sharing the tour. For OTs hosted solely by Coast Guard, programming will be in the DON STL through NETSAFA. Commandant Coast Guard (G-CI) must be included in all requests for OTs involving Coast Guard commands.

12-5. U.S. escorts

a. MILDEPs will normally furnish U.S. escorts from CONUS resources. If available, escorts fluent in the language

of the tour participants will be furnished. The escort will accompany the tour group from the time of arrival in CONUS, until the group departs for the group's home country, except during authorized leave periods.

b. The escort will use billeting accommodations at the same location (hotel, motel, or BOQ) as provided to the tour participants.

c. In exceptional cases only, U.S. personnel assigned within the foreign country may act as escorts if recommended by the unified command and approved by DSCA.

d. The use of foreign country personnel as escorts is not authorized.

12-6. Biographical data

Biographical data on each tour participant will be provided on DD Form 2339. Data will be sent to the MILDEPs at least 60 days before the scheduled arrival of the participants in CONUS.

12-7. Invitational Travel Orders (ITOs)

Orientation tour participants require ITOs. ITOs will be distributed to reach the proper installations 30 days before the tour participants' scheduled arrival date in the United States.

12-8. Pre-departure briefing

a. Foreign officers selected to participate in orientation tours will be thoroughly briefed by SAO personnel before departure for the United States.

b. The following items should be given special emphasis during the in-country pre-departure briefing:

(1) Itinerary. No changes will be made to the final itinerary established for the orientation tour and will travel together for the duration of the tour.

(2) Clothing. Military uniforms are required; however, participants should bring some seasonal casual clothes and at least one civilian suit.

(3) Dependents. Dependents are not authorized to accompany orientation tour participants.

(4) Medical services. Only emergency medical services will be provided.

(5) Leave. If authorized, leave can be taken only upon conclusion of the orientation tour. Appropriate leave authorization will be included in the ITO. All courtesies provided during the official tour terminate at the end of the tour.

(6) Power-driven vehicles. Purchase of power-driven vehicles by orientation tour participants will be deferred until completion of the tour.

12-9. Baggage

a. Each IMET orientation tour participant is authorized two pieces of baggage (not to exceed 70 pounds each) for that portion of the travel funded under IMET. Baggage will accompany the individual. This authorization will be included in the ITO. The tour participant will pay the cost for excess baggage or weight. Additional allowance for instruction material is not authorized.

b. Because of baggage handling problems, the baggage limitations applicable to IMET participants in a above should be adhered to by FMS participants.

12-10. Informational Program (IP) activities

IP requirements are discussed in chapter 11.

12-11. Restrictions and limitations

a. Tours will have training as a primary mission.

b. Tours will not be programmed or implemented in conjunction with other sequential training.

c. Tours will be conducted on an unclassified basis.

d. Tour participants should have an ECL of not less than 70.

e. Tours to the U.S. Service academies and to joint and other senior Service colleges must be fully justified. These tours will be held to a minimum. Tours to the U.S. Service academies will not be arranged during examination and graduation periods (normally 1 May to 1 June).

f. The tour program will not be used to support visits that have materiel acquisition as an objective.

g. Tours funded under IMETP will not be used to promote foreign military sales.

h. Persons who have taken part in training in the United States will be scheduled for an orientation tour under IMET only when fully justified by the SAO. The unified commander, DSCA, and the MILDEP must also approve such actions.

i. The foreign country may program only one OT tour every 2 years subject to the MILDEPs capability to implement the tour.

Section II

Programming Orientation Tours Under IMET

12-12. General

- a.* Orientation tours are programmed in the country programs under budget projects N1H (tours) and N7B (escort officer) and as A and B suffixes to the assigned WCN.
- b.* The tour line is costed in the travel and living allowance (TLA) column and includes the following:
 - (1) Round trip transportation to the CONUS port (if IMET pays oversea transportation).
 - (2) A costing factor determined by the MILDEPs to cover the costs of CONUS travel, quarters, and IP.
- c.* Transportation, overseas and CONUS, is programmed at category Z rate or at category Y rate if category Z is not available.
- d.* The U.S. escort is programmed for the duration of the tour plus 1 additional week to allow for the MILDEP briefing, travel to the port of tour arrival, and travel from the port of tour departure. The line is costed as TLA in the country program in an amount of \$800 per week to defray CONUS travel and per diem.
- e.* The tour and the U.S. escort must be programmed in the current FY program. The fifth-quarter programming concept cannot be used for IMET orientation tours.
- f.* Installations that host official functions, chargeable to SA funds, should ensure appropriate charges are presented to the escort officer before the tour leaves the installation.
- g.* Tour participants are responsible for personal expenses and must have sufficient funds to defray their costs.

12-13. Funds

- a.* A meal allowance according to the JTR is normally payable to IMET OT participants for the entire tour at the last military installation having finance disbursing facilities. However, OT participants may be paid an advance payment of meal allowance at the port of entry or the first military installation having a finance disbursing facilities. OT participants may be advanced no more than 80 percent of the total authorized meal allowance. If so, the balance due will be payable to the participants at the last military installation having finance disbursing facilities.
- b.* Installations can request EE funds in the amount of \$9 per participant per installation visited, not to exceed \$18 per day per participant.
- c.* The escort officer may be appointed as class A agent/cashier for disbursing funds to defray the cost of participants' quarters and IP activities.
- d.* When possible, OT participants should be assigned double room accommodations.

12-14. DV tours

- a.* No meal allowance will be paid to the DVs. The escort officer may be appointed as class A agent/cashier for disbursing funds to defray the cost of the DVs quarters, meals, IP activities, miscellaneous transportation expenses such as metro and taxi, and associated tax and gratuities. The programmed costing factor to cover these costs will be determined by the MILDEPs.
- b.* Installations can request EE funds. The amount of expenditure per installation visited will be as determined by the MILDEP.
- c.* When the use of commercial quarters is required, DVs should be provided with single room accommodations.

Section III

Programming Orientation Tours Under FMS

12-15. General

FMS orientation tours are costed on the basis that all identifiable costs associated with conducting the tour will be recouped by the USG. FMS orientation tours will be conducted on an all-expense basis, payable by the participants and the purchasing country as appropriate.

12-16. Purchasing country responsibilities

The purchasing country will provide the following—

- a.* Round-trip transportation from the country to the CONUS port.
- b.* Sufficient funds to each participant to meet the cost of meals, hotels, incidentals, and all personal expenses during the orientation tour.

12-17. LOA

- a.* To ensure proper pricing of FMS orientation tours and to ensure that costs incurred are borne by the purchasing country, the following cost guidance will be applied in preparing the LOA:
 - (1) *U.S. escort.* The cost estimated for pay and allowances should be computed using the standard composite rate

plus a 20-percent acceleration factor. Per diem should be computed according to the JTR for the duration of the tour plus 1 week. All transportation costs should be included.

(2) *Project officers.* Local project officer and staff charges should be computed for each installation visited to cover an estimated 1 man-week of preparation for and participation in activities connected with the tour.

(3) *CONUS transportation for tour participants.* Costs for all CONUS travel will be based on current commercial, USG-purchased coach fares unless otherwise specifically requested by the country involved.

(4) *IP.* A standard cost per week of \$150 per OT participant and \$250 per DV tour participant may be included to pay for IP activities and official host functions at the installations visited. These funds will not be used for any other purpose.

(5) *Local asset use charge.* A charge for use of installation, transportation, and real property facilities will be computed for each installation visited based on the number of tour participants as follows:

(a) One through four-\$200.

(b) Over four-\$250.

b. FMS orientation tours will be conducted on a cash-in-advance basis; no other terms are authorized. Funds stipulated in the LOA will be deposited with SAAC not less than 90 days in advance. If funds are not available, a U.S. escort cannot be appointed nor can CONUS travel arrangement be made.

c. Each orientation tour will be covered by a separate sales case unless the foreign country desires to fund from an existing FMS training case.

12-18. U.S. escort

The U.S. escort may be appointed as class A agent/cashier for disbursing funds to defray the cost of IP activities. Installations that host official functions, chargeable to the IP, should ensure that appropriate charges are presented to the U.S. escort before the tour leaves the installation.

Section IV

Department of the Army

12-19. Responsibilities for orientation tours

a. The SAUS-IA-DSA will—

(1) Develop and issue overall policy and guidance for tours and related IPs.

(2) Conduct the annual selection committee for OTs.

(3) Act as primary Army point of contact for interface with OASD (ISA) (ISP)) DSCA.

(4) Ensure that SATFA and HQDA (SAUS-IA-FL) are immediately apprised of any information concerning tours.

(5) Coordinate with HQDA (SAUS-IA-FL) on available tour dates.

(6) Monitor tour itineraries.

b. The SAUS-IA-RM will—

(1) Coordinate with DIR, SATFA, to ensure funds are transferred to support the tour.

(2) Transfer fund-cite to appropriate agencies, i.e., airlines, interpreter support, and contractor in support of the tour.

(3) Prepare Class A Agent Orders for Escort Officer

(4) Close expense account with Escort Officer following completion of the tour.

c. The Director, SATFA, will—

(1) Cost orientation tours under the FMS program and prepare LOAs, as appropriate.

(2) Ensure that proper IMET funds are programmed to conduct tours according to the regulation and the SAMM.

Ensure that appropriate fund cites are forwarded to HQDA (SAUS-IA-RM) in ample time to meet administrative requirements.

d. Major Army commands will—

(1) Assist HQDA (SAUS-IA-RM), SATFA, and unified commands in conducting orientation tours.

(2) Provide HQDA (SAUS-IA-DSA) and SATFA with a detailed itinerary for tour participants at least 30 days before the participants arrive in CONUS.

e. The SAO will—

(1) Ensure general scope and objectives of the visit are submitted to HQDA SAUS-IA-DSA NLT 90 days prior to the visit.

(2) Provide specific areas of interest and suggested installations to visit NLT 90 days prior to the visit.

(3) Provide number and names of participants NLT 45 day prior to the visit and in the proper rank order, annotating the senior participant/head of delegation, including U.S. rank equivalent.

(4) Obtain OCONUS transportation using the ITO fund-cite unless circumstances preclude obtaining tickets locally. In that case, SAO will coordinate with HQDA SAUS-IA-DSA who will make the travel arrangements and have prepaid, round trip tickets issued directly at the originating flight.

12-20. Other visits

a. Chief of Staff Army (CSA) visits. AR 37-47 covers visits of foreign personnel who hold positions equal to the CSA.

b. Self-invited visits. AR 380-10 covers self-invited visits to CONUS Army installations.

12-21. Biographical data

Biographical data on DD Form 2339 will be submitted in duplicate to HQDA (SAUS-IA-RM), 1000 Army Pentagon, WASH DC 20310-1043 with an information copy to SATFA (ATFA-R), Building 139, 137 Bernard Road; Fort Monroe, VA 23651-1003.

12-22. ITOs

ITOs for orientation tours will be distributed as prescribed in paragraph 7-10.

12-23. Travel

Information on the mode of travel to and from CONUS, including the confirmed flight schedules and ports for arrival in and departure from the United States, will be furnished by SAO message at least 30 days before the arrival date to the following—

a. Director, SATFA, (ATFA-R), Fort Monroe, VA.

b. HQDA (SAUS-IA-RM), WASH DC.

c. HQDA (SAUS-IA-DSA), WASH DC.

d. CONUS port of embarkation and debarkation, as appropriate, through which the tour participants will travel.

e. Each oversea headquarters through which the tour participants are routed.

f. Appropriate unified command.

12-24. Tour reports

Within 10 days after the completion of each tour, a tour report will be prepared by the escort officer and sent to HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-102, with the information copy to—

a. The SAO.

b. The appropriate unified command and Army component command.

c. HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-0102.

d. Director, SATFA, ATTN: ATFA-R, Building 139, Bernard Road, Fort Monroe, VA 23651-5267.

12-25. IMET orientation tour funding

a. Funds for tour participants are distributed from the country program ceiling by DSCA to SATFA through IMET funding channels. SATFA will provide the fund cite to HQDA (SAUS-IA-RM), who will forward to SAO for inclusion in ITO.

b. The escort officer's travel and per diem funds (generic code N7B) are allocated to SATFA. SATFA will furnish the fund cite to HQDA (SAUS-IA-RM) for the preparation of TDY orders.

c. The escort officer will be appointed as class A agent/cashier for disbursing funds.

12-26. FMS orientation tour funding

The following guidelines in funding and reimbursing programmed tour costs will be used:

a. SATFA will furnish an OMA fund cite to HQDA (SAUS-IA-RM) for travel and per diem of escort officer, CONUS travel of tour participants, and IP monies. OMA funds will be reimbursed from the FMS case. The escort officer will be appointed class A agent/cashier.

b. Upon completion of the tour, SATFA will submit SF 1080 for reimbursement of OMA funds, MPA for escort officer and local project officers, and asset use charge.

Section V

Department of the Navy

12-27. Publicity

Current policy regarding public affairs and information is contained in the U.S. Navy Public Affairs Manual and the U.S. Marine Corps Public Affairs Manual.

12-28. Allowances

a. In case of IMET-sponsored visitors, when a DON escort officer is provided, the escort officer will normally draw funds in advance to defray all costs of transportation, accommodations, meals, and incidental expenses. An advance

supplemental living allowance, not to exceed \$100, may be paid IMET-sponsored visitors upon arrival at the first CONUS activity.

b. The SAO will be advised on the financial procedures to be followed for each visit.

12-29. Limitations

Visits to the U.S. Naval Academy and other military and civilian colleges will not be scheduled during examination or graduation week. Visits to DON installations whose activities are classified must be fully justified and are subject to the provisions of the SECNAVINST 5510.34.

12-30. Restrictions

Heads of foreign services and officers scheduled to occupy those positions in the near future normally will not participate in IMET-sponsored OT visits. Visits of this nature are handled by CNO (N2L) or CMC) and occur only at the personal invitation of the CNO or CMC respectively.

12-31. Procedures for requesting orientation tours (OTs)

a. Requests for OT visits in the United States must be submitted via the unified commander at least 90 days before the desired departure date from the country. Requests for OT visits to predominately Marine Corps activities will be submitted to CG MCCDC. Requests for OT visits to other DON activities will be submitted to NETSAFA. If the request for an OT visit is approved, the SAO will send the following information by message 75 days before commencement of the tour:

- (1) General scope of interest of tour participants.
- (2) Suggested itinerary with specific areas of interest at the activities recommended to visit.
- (3) Recommended IP activities.
- (4) Number of participants and the name and rank of the senior officer.

b. Upon receipt of the information in a above, CG MCCDC or NETSAFA, as appropriate, will take the command concerned. Those Commands scheduled to be visited will advise CG MCCDC or NETSAFA immediately as to the feasibility of hosting the requested OT visit and will submit a detailed itinerary within 10 days. At the same time, SAOs are required to forward the following information so that it will arrive no later than 45 days before commencement of the visit:

- (1) ITOs of participants.
- (2) List of participants in order of precedence, including rank as U.S. rank equivalent) and billet currently held or anticipated.
- (3) Biographical data on plain bond paper for all participants. These must be in English. An original and two copies are required, each with a photograph affixed.
- (4) Roommate assignments when applicable.
- (5) Name and rank of the designated Class A agent/cashier if the SAO is supplying escorts.

c. Based on the information received from the SAO and from the commands to be visited, CG MCCDC or NETSAFA, as appropriate, will prepare a final itinerary approximately 30 days prior to commencement of the scheduled text.

Section VI

Department of the Air Force

12-32. General

a. All tours and visits under IMET sponsorship must be approved by DSCA before implementation. Proposed itinerary and justification should be forwarded by the SAO to DSCA, WASH DC 20301-2800, with information copies to SAF/IAXM,1080 Air Force Pentagon, WASH DC 20330-1080, and AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302, as soon as the requirement is known.

b. OTs and DVs are available to FMS countries on a fully reimbursable basis to the U.S. Air Force. Itinerary approval is required. SAOs will plan OTs to be funded by an existing blanket order training case at least 120 days in advance to permit adequate CONUS planning. If an LOA must be written for the tour, the request and the proposed itinerary to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302, not later than 180 days in advance of the proposed start date. During the negotiation phase of an OT, SAOs will specify any unusual tour requirements. Consistent with the OT information provided by the SAO, AFSAT will review the itinerary to ensure that reasonable time is allowed for travel between locations.

c. ITOs for DVs and OTs will be prepared by the SAO when authorization to publish the orders has been provided by AFSAT. Authority to publish ITOs for OTs will be provided by AFSAT.

d. When travel in CONUS is to be via commercial air, ITOs must reach AFSAT at least 30 days before the arrival date of the visitors at the CONUS port of debarkation to ensure sufficient time to make travel reservations. AFSAT

will be informed of the mode of travel and estimated time of arrival of the visitors at least 20 days before the arrival date at the CONUS port of debarkation.

12-33. OT implementation

- a.* AFSAT implements, funds, and monitors OTs.
- b.* AFSAT designates the MAJCOM to sponsor the tour based on tour objectives and the proposed itinerary. When more than one MAJCOM is involved, the command with greatest participation and interest is the sponsor.
- c.* The sponsoring agency reviews the proposed itinerary and recommends changes to assure accomplishment of tour objectives, submits a recommended itinerary to AFSAT for approval, appoints an escort officer, and identifies a point of contact at each location in the approved itinerary.
- d.* The SAO will provide AFSAT with biographic data on OT participants at least 60 days before their arrival in CONUS.

12-34. Escort officer functions

a. A U.S. Air Force escort officer will be provided for all tours. The escort officer will be included as part of the tour requirement in the country's IMET or FMS program.

(1) The escort officer will be briefed on the specific duties and responsibilities regarding funding and the IP. (See chap 11, sec II.) In addition, the escort officer's TDY orders will include two additional days after completion of the OT to prepare an after-action report and settle finances.

(2) The escort officer will be responsible for submitting SF 1034 covering the authorized expenditures.

(3) Travel and per diem of the escort officer will be funded from IMET N70 funds or charged to the applicable FMS case.

b. The escort officer will be designated as the paying agent.

12-35. Completion of OTs

The SAO will debrief OT participants upon return to their home country. A summary of this debriefing will be submitted to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302. An information copy will be sent to SAF/IAXM, 1080 Air Force Pentagon, WASH DC 20330-1080, DSCA, WASH DC 20301-2800 and the unified command.

12-36. Distinguished visitor (DV) implementation

AFSAT implements DV tours as follows:

a. The proposed itinerary for the DV will be submitted by the SAO to arrive at AFSAT at least 120 days before the projected start date. An information copy will be provided to the unified command and SAF/IAX. The itinerary will list specific items of interest for briefing or discussion at HQ USAF and at each installation to be visited.

b. AFSAT will forward the approved schedule to the SAO. In no case will firm commitments be made or orders published before receipt of approval from AFSAT.

c. The SAO will inform AFSAT (with information copies to the unified command, SAF/IAXM, and AFSAT) of the country Air Force's acceptance of the proposed dates and schedule or recommended changes as soon as possible. Biographical data on the team member will be provided at least 60 days in advance of the tour start date.

d. Activities that host a tour will provide color photographic coverage of the visit. Each unit should provide the escort officer with no fewer than two rolls of 36 exposure (ASA 100) color film prior to departure. Emphasis of photographic coverage should be on the professional aspect of the visit (such as tour demonstrations, equipment, and briefings) and limited coverage of social events. The film will be processed at Randolph AFB, TX; AFSAT will prepare and forward an album to the SAO for presentation to the officer.

Programming Information
(Enter type of orientation tour)

- a. Country
- b. FY.
- c. WCN
- d. Type of tour. (State whether an IMET or FMS or OT or DV tour and the area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, supply, education, training, flying, technical, staff, command, professional, or medical.)
- e. Objectives. (State, in specific terms, the objectives to be achieved as a result of the tour. Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other) MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)
- f. Proposed starting date.
- g. Alternate starting date.
- h. Tour itinerary. (Suggest an itinerary in terms of visits to specific DOD units or training installations. Itinerary suggestions should include the recommended number of days at each location, not to exceed 2 working days per location.)
- i. Level. (For each itinerary stop, provide the level at which tour personnel should be oriented in terms of flight, squadron, group, battalion, division, major command, or similar identification.)
- j. Scope. (Indicate how much detail should be given to participants. Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour. If it is desired that participants be familiarized with specific DOD procedures and techniques on an observer basis, include the information under this heading.)
- k. Names of participants. (Enter the name of each participant, grade and equivalent DOD grade, and date and place of birth. Underline the surname of each individual.)
- l. Assignment. (Provide a brief synopsis of current or planned assignment of each individual if applicable to the purpose of the tour. Compare it to similar positions in the DOD Military Establishment.)
- m. Individual characteristics. (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant).
- n. English capability. (Indicate the ECL for each individual).
- o. IP projects. (Describe particular aspects of the IP to be accomplished, listed in order of preference)
- p. Publicity. (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include a brief statement regarding publicity that could be useful for achieving the tour objective).

Figure 12-1. Sample format for programming information for orientation tours
